

Procurement Advisory No. 125

USDA Purchase Card Program – Mandatory, Annual Refresher Training Requirements

1. PURPOSE

This Procurement Advisory (PA) supersedes Section 18 in DR 5013-6, Use of the Purchase Card and Related Alternative Payment Methods. This PA establishes a mandatory annual refresher training requirement for all USDA employees who participate in USDA's Purchase Card Program. The annual USDA Purchase Card Program Refresher Training will:

- Help prevent and reduce fraud, waste, and abuse,
- Update the program participant's knowledge of the USDA Purchase Card Program and;
- Reinforce and strengthen program requirements.

2. BACKGROUND

The following **Section 18 TRAINING REQUIREMENTS** supersedes the previous Section 18 of DR 5013-6.

3. REFERENCES

DR 5013-6, Use of the Purchase Card and Related Alternative Payment Methods, Section 18.

4. POLICY

18. TRAINING REQUIREMENTS

- a. All USDA Purchase Card Program participants must be trained and certified before receiving a purchase card and/or participating in the program. Warranted and non-warranted personnel must receive training in micro-purchase regulations and procedures as well as the Access Online system, before a card may be issued. Cardholders and their AOs must be able to certify that they have received the training, understand the regulations and procedures, and know the consequences of inappropriate actions before a card issued.
- b. Each Agency Head is responsible for ensuring participants are adequately trained in the USDA Purchase Card Program and appropriate documentation of training is maintained. Materials have been developed for use in training cardholders, Agency Program Coordinators (APCs), Local Agency Program Coordinators (LAPCs), Approving Officials (AOs) and others involved in using or monitoring purchase card transactions. Documentation of training must be maintained for audit purposes by the agency.

- c. Warranted contracting officers will receive credit towards their training maintenance requirements based upon the duration of time spent receiving official training for coordinators and/or cardholders.
- d. Refresher purchase card training via AgLearn is required every year for all participants of the USDA Charge Card Program. Refresher Training requirements consist of the following:
 - 1 Each cardholder, APC, LAPC, and AO is required to complete the ***USDA Purchase Card Program Refresher Training*** in AgLearn by **March 31, 2016**, and by **March 31** of each **subsequent fiscal year**, to maintain participation in the USDA Purchase Card Program.
 - 2 Cardholders who fail to complete the refresher training by the **March 31** deadline will have their accounts suspended. The cardholder's account will be reactivated once the APC certifies that proof of successfully completing the training has been provided.
 - 3 **Thirty (30) business days** after the March 31 deadline CCSC will suspend cardholder accounts of individuals not complying with the annual refresher training requirement. CCSC will provide APCs with the list of cardholder accounts that were suspended due to not complying with annual refresher training requirements. Accounts will be reactivated upon receipt of proof that the training has been successfully completed.
 - 4 **Forty-five (45) business days** after the March 31 deadline, CCSC will provide the agencies' Head of Contracting Activities Designees (HCADs) and USDA senior leadership with a list of Coordinators and AOs who have not met the annual refresher training requirements.
 - 5 Purchase Card Program participants who are still not in compliance by **June 30** of each fiscal year will be required to successfully complete the entire complement of USDA Purchase Card Program training modules to continue participating in the Purchase Card Program.
 - 6 A list of Purchase Card training available in AgLearn for APCs, LAPCs, AOs and cardholders will be posted on [the Charge Card Service Center \(CCSC\) website: http://www.dm.usda.gov/procurement/ccsc/pc_training.htm](http://www.dm.usda.gov/procurement/ccsc/pc_training.htm).

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